



Iowa City Community School District

Educational Services Center

Stephen F. Murley Superintendent of Schools

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Iowa City Community Schools Public Records Requests Fee Schedule

Although most public records requested from the Iowa City Community School District are available at no cost, State law does allow for public entities, such as the ICCSD, to charge a reasonable fee for time and materials spent completing a public records request. This page provides information related to the district's fee schedule for public records requests.

The District has developed a fee schedule for fulfilling public records requests, which is in compliance with Iowa Code §22.3. Under State law, a public agency may charge the individual requesting public records a fee for the retrieval and review of records, supervision of the examination, as well as copying and delivery fees. District fees are as follows:

- Retrieval, Review, and Supervision Fee
 - \$25.00 per hour, rounded to the nearest ¼ hour
- Search of Email Archives
 - Initial \$25.00 fee for email search
 - Additional \$25.00 fee for every hour beyond the initial 60 minutes, rounded to the nearest ¼ hour
 - The standard email archive search takes approximately 90 minutes, the district will waive the initial \$25.00 fee for searches that take less than 60 minutes.
- Photocopy/Scanning Fee
 - 1 –19 pages: No Charge
 - More than 20 pages: \$.15 per page (including for pages 1-20)
- Mailing Fee
 - Actual Costs

The District will inform the member of the public making the request of the anticipated cost of filling the request throughout the public record request process. **The District requires pre-payment of any and all fees prior to the public records being made available for inspection or being delivered to the requester.** Additional information regarding allowable fees may be found in [Iowa Code 22.3](#).

Please note: The ICCSD has a standard practice of waiving *any and all* fees (with the exception of copying and delivery fees) associated with fulfilling requests that take less than one hour.